

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

100 East Erie Street, Chicago, IL 60611
(312)751-5100

VETERANS' PREFERENCE CLAIM

Promotional Examinations

Dear Candidate:

If you wish to claim veterans' preference, you will be given that opportunity after the posting of the initial eligible list. At this time, you are asked to secure and hold the necessary supporting documentation (**DD 214**) so that you can respond when the eligible list is posted. **You will have ten (10) days from the date of the eligible list to submit the required information.** Please use the claim form on the reverse side of this letter when submitting your claim.

Veterans' preference on a promotional examination is applied to those passing the examination **and** have submitted valid claims is calculated as follows:

0.7 of one point for each 6 months or fraction thereof of military or naval service (during specified times) not exceeding 30 months. Therefore, 30 months of service will give the maximum of 3.5 points. Once you have received a promotion after using your veterans' points you cannot use them again on a promotional basis.

Sincerely,

Patricia Vanella

Patricia A. Vanella
Employment Manager

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

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(312)751-5100

CLAIM FOR VETERANS' PREFERENCE

Exam Title: _____

Exam Date: _____

Mail or fax this form **and** the necessary record(s) **within ten (10) days of the posting of the eligible list to:**

**Department of Human Resources
Employee Selection - 7th Floor
Metropolitan Water Reclamation District
111 East Erie Street
Chicago, IL 60611**

**Fax: (312) 751-5171
Phone: (312) 751-5100**

Name: _____

(Please print)

Easy ID: _____

(**Easy ID** is an 11-digit alpha/numeric number found on top of the Admission Letter you received for this exam)

I, the undersigned, make claim for veterans' preference points on the **Promotional** examination for the classification listed above.

I am submitting herewith a copy of my **Military Service Record (DD 214)** for the periods from:

September 16, 1940 through July 25, 1947; or
June 25, 1950 through January 31, 1955; or
August 5, 1964 through May 7, 1975;
August 6, 1990 through the present

I certify that I have **not** previously received a promotion at the Metropolitan Water Reclamation District of Greater Chicago from an eligible list resulting from a promotional examination held after September 1, 1949, in which I received points for veterans' preference.

NOTE: Credit is given for honorably discharged personnel only.

Signature

Date